

California Housing Finance Agency

Job Opportunity

Office Technician Vacancy #149

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| Salary Range | \$2598-3157 |
| Final File Date | Open until filled |
| Division | Administration Division, Training Unit |
| Specific Location | 14 th & L Streets, Downtown Sacramento |
| Tenure & Time base | Permanent & Full-time |
| Number of Positions | One |
| Questions? | Contact Carol at 916-327-5172, clivecchi@calhfa.ca.gov , or Suzanne at 916-319-9718 or spratt@calhfa.ca.gov California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922. |
| Who Should Apply | Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application. |
| How to Apply | Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA. Please specify that you are interested in position #149 on your application. |
| Duties | <p>Under the supervision of the Director of Administration, and the lead of the Training Officer, this position within the Training Unit is responsible for supporting the Training Officer and the in-house and outside training and development activities of all California Housing Finance Agency (CalHFA) employees. The position also serves as back up for the Agency's main telephone receptionist. The position works independently with minimal direction and performs the following duties:</p> <p><u>Essential Functions:</u></p> <p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p> <ul style="list-style-type: none"> 30% Key training data to the training data base, including requests/registrations and training reports, survey responses and evaluations. Maintain paper files for reference. Work with CalHFA Accounting and Administration to ensure records and billings are correct and employees can be properly registered and reimbursed for expenses. 15% Provide customer service to employees: locate information on training programs and providers, check out library items, explain training policies and procedures; register employees in outside training. 15% Coordinate in-house training events: reserve rooms and schedule participants; track attendance and contact employees on wait lists; decorate and set up equipment and seating for rooms; distribute materials; assist at and monitor training events; film and photograph events. 10% Back up receptionist; cover for breaks. 10% Type and assemble training materials (such as website pages, workbooks, handouts, rosters, name tags, and completion certificates) using PowerPoint, Word, and Contribute. 10% Assist Training Officer with research on current business practices and trends in training. 5% Maintain provider files, subject files, and catalog displays. Process incoming and outgoing mail. 3% Order training materials: prepare order forms and ERFs; work with selected state and private training vendors to order and track coupons or vouchers. 2% Prepare and mail New Employee Orientation Welcome Packets. Send |

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| | Orientation checklists. Track in Excel or training data base the status of individual new hires' Orientation progress. |
| 4/5/2007 | |